

**BY ORDER OF THE COMMANDER
934TH AIRLIFT WING (AFRC)**

**934th AIRLIFT WING INSTRUCTION
36-2901**



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Supply

**UNIFORM ORDERING & TAILORING
PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* and Procedural Information Message (PIM) 07-001, *Guidance Related to Uniform and Clothing Issues*. It provides the "Basic Uniform Tailoring" for new uniform tailoring (replacement or initial issues) and the responsibilities and procedures for obtaining basic uniform replacement support. This instruction applies to all 934th Airlift Wing units. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) (see [Attachment 1](#)) using the AF Form 847, *Recommendation for Change of Publication*. Official records created as a result of this publication shall be maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at https://www.my.af.mil/gcss-af61a/afirms/afirms/rds/rds_series.cfm

SUMMARY OF CHANGES

The publications number has been changed to reflect the new implementing AFI and adoption of the Kentucky Logistics (KYLOC) uniform ordering system.

1. Standard Procedures. Services will be provided on Saturday of scheduled unit training assembly (UTA) in Base Supply, Building 803. The time will be from 0800-1500 and a current UTA schedule will be provided to the tailor.

1.1. Base funded tailoring for enlisted personnel will be provided for the following services only. All other tailoring will be at the individual's own expense (i.e. shorten shirtsleeves).

1.1.1. Hemming of the following:

1.1.1.1. Dress Blues - pants, slacks, skirts, blouses (base and sleeves), and service coats.

1.1.1.2. Nurses/Cooks - whites; pants and dresses.

1.1.2. Sewing on the following accouterments:

1.1.2.1. ABU - rank, patches (pocket), name tapes/USAF, badges.

1.1.2.2. Dress blue service coat, blouse, shirt and lightweight blue jacket – rank.

1.1.2.3. Velcro on APECS jacket liners.

1.1.2.4. Nametape on APECS jacket left sleeve pocket.

1.1.2.5. ABU – rank, nametape, USAF tape and functional badges as directed by Individual Equipment Element (IEE) representative.

1.2. The 934 AW Form 1, *Tailoring Services*, will be provided to indicate the services to be performed and quantities of items involved.

1.3. The 934 AW Form 1 will be completed in an original and two copies to be distributed as follows:

1.3.1. Copy 1 is retained by the reservist.

1.3.2. Copy 2 is retained by the tailor to be attached to clothing bags for identification.

1.3.3. Copy 3 is retained by IEE, at the time of clothing issue.

1.4. The government-provided tailor will take whatever measurements are necessary, affix an appropriate means of identification, fill out 934 AW Form 1 and sign the form to acknowledge receipt of all items. The reservist will be given copy #1 by the tailor to serve as their receipt.

1.5. At the end of each UTA period, an IEE representative will count property with the tailor. This quantity must match the totals shown on the forms. Any discrepancy should be identified and resolved at the earliest opportunity.

1.6. Upon completion of the service, the tailor will return all uniforms, 934 AW Form 1 copies and an itemized vendor's invoice to the IEE section for inventory and verification of services rendered. Suspense files will be cleared and returned 934 AW Form 1 copies will be attached to the vendors invoice and kept on file in the Government Purchase Card (GPC) folder. The IEE cardholder will enter the description and costs for these services onto both the Activity Log spreadsheet and the approved GPC system.

1.7. Clothing sent to tailor on one UTA is normally returned by the following UTA. All tailored clothing will be retained in a holding area within IEE section and must be picked up within three UTAs. ARTs are encouraged to pick-up items prior to the UTA during scheduled IEE clothing hours.

1.8. When a reservist has picked up clothing directly from the tailor, they will sign the original copy of the Form 1 acknowledging receipt. The tailor will submit the signed copy of the 934 AW Form 1 to IEE for payment.

1.9. Payment will be made at least monthly for services rendered and received.

1.10. IEE will provide the certified report to Base Contracting for verification of the charges against the vendor's invoice.

1.11. IEE will furnish a current copy of AFI 36-2903, *Dress and Personal Appearance for Air Force Personnel* plus all changes and revisions to the tailor to ensure proper tailoring of uniforms.

2. Kyloc Procedures. Kentucky Logistics (KYLOC) ordering procedures. Services will be provided during the week, building 803, 1200 – 1400 Tuesdays and Fridays. UTA schedule will be Saturday 0700 – 1500, Sunday 0700 – 1200.

2.1. Unit clothing monitors will provide IEE with the completed 934 AW Form 31, KYLOC ordering form.

2.1.1. IEE will take the completed 934 AW Form 31 and process order request through the KYLOC system.

2.1.1.1. Kentucky Logistics (KYLOC) will fill order as requested and ship to the 934 AW, LGSD, building 801 for receiving.

2.1.1.2. IEE will take order to building 803 and locate in alphabetical order. IEE personnel will attempt to email unit clothing representative or member that order is ready for pick-up.

2.1.1.3. Member will pick-up order on days listed on **paragraph 2**. They will sign and date KYLOC received form as complete.

2.1.1.4. IEE will file completed and received forms in the individuals clothing folders located in building 803.

DARRELL G. YOUNG, Colonel, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011

PIM 07-001, *Guidance Related to Uniform and Clothing Issues*, 13 November 2006

AFMAN 33-363, *Management of Records*, 1 March 2008

Prescribed Forms

934 AW Form 1, *Tailoring Service*

934 AW Form 31, *KYLOC*

Adopted Forms

AF IMT 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

GPC—Government Purchase Card

IEE—Individual Equipment Element

KYLOC—Kentucky Logistics

OPR—Office of Primary Responsibility

PIM—Procedural Information Message

RDS—Records Disposition Schedule

UTA—Unit Training Assembly